

**SUSTAINABLE BURBANK TASK FORCE  
JULY 20, 2009 MINUTES**

**I. CALL TO ORDER:**

The meeting of the Sustainable Burbank Task Force was held in the Burbank Police Department Meeting Room, 200 North Third Street, on the above date. Ms. Wendy James, Chair, called the meeting to order at 5:05 p.m.

**II. ROLL CALL:**

**Members Present:**

Jeff Catalano  
Nicholas de Wolff  
Emily Gabel-Luddy  
Wendy James (Chair)  
Cynthia La Camera  
Lisa Rawlins  
James Smith  
Sharon Springer  
Jef Vander Borcht (Vice-chair)

**Members Absent:**

Brandon Barbello  
Geoffrey Folsom  
Mark Hardymont  
Maureen Kellen-Taylor  
Ken Lewis  
Joel Shapiro

**Staff Present:**

Bonnie Teafora - Public Works Director, Public Works  
Kreigh Hampel - Recycling Coordinator, Public Works  
Ari Omessi - Asst. Public Works Director-Fleet & Building, Public Works  
Dan Rynn - Principal Civil Engineer, Public Works  
Ron Davis - BWP General Manager, Burbank Water & Power  
Joanne Fletcher - Assistant General Manager-Customer Service & Marketing, Burbank Water & Power  
Bill Mace - Assistant General Manager, Burbank Water & Power  
Joe Flores - Marketing Associate, Burbank Water & Power  
Jeanette Meyer - Marketing Manager, Burbank Water & Power  
Matt Elsner - Principal Civil Engineer, Burbank Water & Power  
Michael Thompson - Principal Civil Engineer, Burbank Water & Power  
Greg Herrmann - Interim Community Development Director, Community Development Department  
Michael Forbes - Deputy City Planner, Community Development Department  
Tracy Steinkruger - Senior Planner, Community Development Department  
David Kiske - Principal Planner, Community Development Department  
Jan Bartolo - Deputy Director, Park Recreation & Community Services  
Johnathan Frank -Administrative Officer, Park Recreation & Community Services  
Dave Golonski - Councilmember, City Council  
Anja Reinke - Councilmember, City Council  
Mary Riley - Sr. Assistant City Attorney, City Attorney's Office  
Renee Roach - Recording Secretary, Public Works

**III. ORAL COMMUNICATIONS:**

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

Public: None

A. Task Force Members

Ms. Rawlins suggested a sub-committee for public outreach.

B. Staff: None

**IV. APPROVAL OF MINUTES:**

It was moved by Mr. Vander Borcht to approve the minutes from the June 17, 2009, meeting and seconded by Ms. Rawlins. The motion was approved unanimously.

**V. FOCUSED DISCUSSION – WATER THEME:**

Prior to the staff presentations, Bonnie Teaford suggested an organizational flow for the meeting and all the Task Force members were agreeable. At the conclusion of the presentations and discussion for each theme, the Task Force members would vote to Keep, Refine, or Reject the current programs. The Task Force members could also write new proposal suggestions that could be looked into at a later time.

The focused discussion on the Water theme began with Bill Mace, Assistant General Manager for Water Division providing general overview information. Mr. Mace then introduced Matt Elsner, Principal Civil Engineer, to present current program information on Action 19 – Water Efficiency. Task Force members asked questions of the City staff and made comments.

Jeanette Meyer, Marketing Manager, presented marketing information on the current programs related to Water Efficiency. She stated that they have it broken down into three (3) categories: communications and education programs, programs and services, ordinances and other requirements in the City. Task Force members asked questions of the City staff and made comments.

Michael Thompson, Principal Civil Engineer, presented current program information on Action 20 – Drinking Water Protection. Task Force members asked questions of the City staff and made comments.

Dan Rynn, Principal Civil Engineer, and Bonnie Teaford addressed Task Force members' inquiries regarding sewer rates and whether or not there was a consideration to change the sewer rates to a tiered rate system like BWP has recently implemented for water. Mr. Rynn provided general information on other cities' experiences with variable or tiered rates, and Ms. Teaford commented that the quality of wastewater impacts the rates as well as the quantity.

The Task Force had a brief time to vote on the current Water Theme programs and write new program proposals, which will be given to the sub-committee. (The sub-committee cannot have more than 7 members.) Ms. James allowed for six members in the meeting to volunteer for the sub-committee, allowing for one person not in attendance to volunteer if he/she was interested. The sub-committee established thus far is: Cynthia La Camera (will schedule the sub-committee meeting), Sharon Springer, Dave Golonski, Wendy James, James Smith and Jeff Catalano.

**VI. FOCUSED DISCUSSION – TRANSPORTATION THEME:**

David Kriske, Principal Planner, presented information related to Actions 13-Public Transportation and 15-Traffic. There were a number of questions and comments from the Task Force members.

Ms. James distributed copies of *A Guide to California's SB 375* dated June 2009. Mr. Kriske stated the SB 375 legislation is definitely being considered in the General Plan.

Ari Omessi, Asst. Public Works Director- Fleet & Building presented information related to Action 14 – Clean Vehicles. He provided a quantity breakdown of the different kinds of vehicles and equipment in use by the general City fleet. The percentage of equipment using alternative fuel is currently just under 20%. There were a few questions and comments from the Task Force members. Dave Golonski commented that even though Action 14 shows an Achieved status, the Task Force should consider ways to refine the Action, going beyond what regulation requires.

The Task Force had a brief time to vote on the current Transportation Theme programs and write out new program proposals that will be given to the sub-committee.

After the voting, Ms. James requested names of volunteers interested in serving on the sub-committee for Transportation. The sub-committee established thus far is: Nicholas de Wolff, Emily Gabel-Luddy (will schedule the sub-committee meeting), Jef Vander Borgh and Sharon Springer.

At 7:45 p.m., Senior Assistant City Attorney, Mary Riley, raised concern about whether there was still a quorum for the meeting. It was determined that there was no longer a quorum.

The new proposal information will be forwarded to Ms. Gabel-Luddy for the sub-committee.

#### **VII. ELECTRONIC DOCUMENT SHARING:**

There was some informal discussion about the Electronic Document Sharing Staff Report. Nicholas de Wolff will look into information on this subject and will provide it to staff.

Ms. James expressed concern about the start time of these meetings, suggesting that 4:30 p.m. might be better. Ms. Teaforde stated that staff would look into the room availability for an earlier start time.

Ms. Teaforde stated that she will confirm the Theme presentations for the August 17<sup>th</sup> meeting.

#### **VIII. ADJOURNMENT:**

The meeting was concluded at 7:55 p.m. (Unable to adjourn because there was not a quorum.) The next regularly scheduled meeting will be held on Monday, August 17, 2009 at 4:30 p.m. at the Burbank Police Department, Police Community Room, 200 North Third Street.

Respectfully submitted,

Bonnie Teaforde, Public Works Director

BT: rr